



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**

**February 3, 2010 – 1:30 pm**

**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Office of the State Auditor); Traci Friedl (Office of the Attorney General); Jerry Handfield (State Archivist);

**Staff Present:** Russell Wood (State Records Manager); Michele Mallory (Records Management); Deborah Bahn (Digital Archives)

**Records Officers/Guests:** Andrea Watts (University of Washington); Lysa Homan Walker (Department of Labor and Industries); Tammy Lee (Department of Labor and Industries); Anita Wieland (Office of Financial Management); Chris Taylor (University of Washington); Bruce Clark (Department of Licensing); Kara Bell (University of Washington); Barbara Benson (University of Washington)

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:30 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve November 4, 2009 Minutes:** Ryser called for a motion to approve the January 6, 2010 minutes as amended; moved by Ryser, seconded by Handfield.

**Resolution:** Motion carried.

**D. Adoption of Today's Agenda:** Ryser called for a motion to approve the agenda as submitted; moved by Handfield, seconded by Ryser.

**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

**A. Announcements from the State Archivist**

1. The Washington State Archivist announced that DSHS advised that they need more time in order to transfer the records to the Records Center. There will be a meeting with OFM next week, to determine time tables, systems for effective transfer of 25,000 – 30,000 boxes. There is concern regarding the order of the boxes which will need to be in place prior to the transfer to the Records Center. The original transfer date was March 1, 2010
2. The State Archivist announced the revenue for the local government account for December had doubled from December 2008. The Secretary of State has been asked to take another \$1 million reduction from the general fund. There is no general fund in the Archive's budget, but any cut will affect the State Library and Elections.
3. The State Records Manager reported that the Electronic Records Management Consultant position has been filled by Leslie Koziara.

4. There will be a Records Management Seminar (Brave New World of E-Records) on February 26 at the Department of Labor & Industries. Training has also been set up in other parts of the state.
5. The State Records Manager reported that in the month of January, there were 19,000 hits to the Local Government CORE records retention schedule. This is the most viewed item on the Secretary of State's web site. There are currently 369 members subscribed to the state government listserv and there are 909 members subscribed to the local government listserv.
6. The University of Washington inquired as to how long the wait was for approval of their submitted DAD (Destruction Authorization for Digitization). The State Records Manager was hopeful it would be within the next 90 days.

**B. Update on Requests to Discontinue Records Series:** Russell Wood provided the following statistics for the month of January. There were 43 submitted, 110 signed, leaving a remaining balance of 295.

### **III. OLD BUSINESS**

**A. 1. Tabled item from January 6, 2010 meeting**

**Department Of Revenue Office 330 (Special Programs/Unclaimed Property)** dated August 11, 2009

**Action:** Agency requested to table the submitted records series in order to work on more: Motion to table Handfield, seconded by Friedl

**Resolution:** Motion carried.

**A. 2 . Tabled item from January 6, 2010 meeting**

**University of Washington Office 15/01/02 (Registrar's Office: Data Services)** dated December 8, 2009

**Action:** Agency requested to withdraw record series at this time for further work.

**Resolution:** Motion carried.

**A. 3. Tabled item from January 6, 2010 meeting**

**Washington State University Office WSU GS #02 (Research and Sponsored Project Records)** dated November 18, 2009

**Action:** Motion to approve: Ryser, seconded by Friedl

**Resolution:** Motion carried.

**A. 4 Tabled item from January 6, 2010 meeting**

**Department of Labor & Industries Office 530 (Insurance Services Division – Employer Services)** dated November 12, 2009

**Action:** Motion to approve: Ryser, seconded by Friedl

**Resolution:** Motion carried.

**A. 4a Tabled item from January 6, 2010 meeting**

**Department of Labor & Industries – Role of Committee Members**

**Action:** The Department of Labor & Industries wanted to bring the Roles of the Committee members up to see if it was still applicable and if it would be posted to the Secretary of State's web site.

**Resolution:** Motion carried.

### **IV. NEW BUSINESS**

**A. State Agency Unique Records Retention Schedules/Action Items for Committee Review/Approval**

**1. Department of Health**

Records Retention Schedule for 310 – Risk Management, dated July 4, 2009

**Action:** Motion to table for further clarification: Handfield, seconded by Ryser.

**Resolution:** Motion carried.

**2. Washington State Liquor Control Board**

Records Retention Schedule for Office 410 - Purchasing, dated January 8, 2010

**Action:** Motion to approve: Handfield, seconded by Ryser

**Resolution:** Motion carried.

**3. Department of Labor & Industries**

Records Retention Schedule for Office 530 – Employer Services, dated December 22, 2009

**Action:** Motion to approve: Handfield, seconded by Ryser

**Resolution:** Motion carried.

**4. University of Washington**

Records Retention Schedule for Office – Any Office, dated December 28, 2009

**Action:** Motion to approve: Ryser, seconded by Friedl

**Resolution:** Motion carried.

Records Retention Schedule for 08/11/06 – Commuter Services: Operations, dated December 28, 2009

**Action:** Motion to approve: Friedl, seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/12/03 – Property and Transport Services: UW Shuttle, dated December 29, 2009

**Action:** Motion to approve: Friedl, seconded by Handfield

**Resolution:** Motion carried.

**V. OTHER BUSINESS**

- A. The State Archivist has met with the Department of Fish & Wildlife's director as well as the records officer, who is also the Legislative Liaison. The State Archives received a request if they had a picture of a woman in uniform, who was the first female game officer from the 1960's.
- B. A few weeks ago, the Secretary of State opened an exhibit of "First Women in Government" in the Secretary of State's Office.
- C. The State Archivist and the State Records Manager reminded agencies to be aware of their agencies history to assist in identifying possible archival records.
- D. The State Archivist reported there was a security breach of the servers at the Eastern Washington Campus, which they think goes back a year. The issue was someone had tapped into a server to download pirated movies. Letters to 27,000 to those whose names were on the server, have been sent out reporting on the security breach of confidential information. The State Archivist confirmed the breach did not impact the Digital Archives but EWU's President and State Archives have implemented improved communication measures.

**VI. NEXT MEETING**

When: March 3, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

**VII. ADJOURNMENT**

**Action:** Motion to adjourn: Handfield, seconded by Friedl

**Resolution:** Meeting adjourned 2:22 p.m.

**CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:**

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on February 3, 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser      3-3-10  
Chair Signature      Date